

HRSC-NW JOB KIT

(updated 3/3/99)

NAVY IS AN EQUAL OPPORTUNITY EMPLOYER



DOES ONE RESUME FOR MULTIPLE POSITIONS AT SEVERAL LOCATIONS SOUND EASY ENOUGH? You no longer need to submit separate applications for each vacancy. With one resume, you can be considered for multiple vacancies at multiple locations. This guide provides the instructions you need to start you on your way!

Find out about current vacancies by calling our toll-free job information line at: 1 (888) 763-8143 (updated weekly)

OR our local number at 1 (360) 315-8101

OR visit our website at: www.donhr.navy.mil

OR stop by our offices at

3230 NW Randall Way, Silverdale, WA 98383 (Office hours are 7:00 a.m. to 5:00 p.m., M-F)

The HRSC-NW Office **accepts only resumes that include all the information requested by this Job Kit!** Resumes may be submitted either in hard copy or via e-mail. **We DO NOT accept fax copies.** Hard copy resumes may be submitted by mail or in person. Hard copy resumes must be typed. Electronic resumes may be submitted via e-mail. Once your resume is received, our electronic recruitment system automatically creates a profile of your qualifications and skills. Since your application is read by a machine, it is important to follow the instructions provided in this Job Kit.

Failure to provide all information requested in the sample resume and Required Information Sheet shown on pages 4 and 5 may result in loss of job consideration!



When Preparing Your Resume... Remember to...

- Follow the resume format shown on page 4 of this guide.
- Limit your resume to 3 to 5 pages. However, 3 pages is preferred.
Excess resume pages will be discarded.
- Avoid vertical and horizontal lines, graphics, boxes, borders & fancy treatments.
- Use 1 inch margins, Courier font in 12 pitch and plain white paper for best results.
- Ensure that your resume addresses the specific skills, education and/or training you possess as they relate to the job or career field you wish to be considered for.
- Complete and submit the Required Information Sheet:

[Click here for the Required Information Sheet \(MS Word format\)](#)
- Keep us informed of any changes to your name, phone number or address.
- Attach documents requested, if any (see "Required Documentation on page 3 of this Job Kit).
- If applying by hard copy:
 - * submit a clean original or high quality copy of your resume.
 - * provide a laser printed original, if possible. Avoid dot matrix printouts and low quality copies.
 - * use white paper and black ink.

NOTE: Once submitted, applications and all attachments become property of the Navy and will not be returned or copied. All extraneous documents not specifically requested will not be used. The filing of job applications is considered to be a personal matter by OPM, not official government business. Use of postage paid official envelopes is a violation of OPM and postal regulations.

TO SUBMIT YOUR RESUME BY E-MAIL: E-mail resumes to: wantajob@nw.hroc.navy.mil

1. Prepare your resume. Include the announcement number(s) you are applying for within your resume. Include a page at the end of your resume that provides the answers to the Required Information Sheet. (This will not count in your 5-page limit)
2. If you are using word processing software OTHER THAN Microsoft WORD, save your resume as a ".txt" file, then copy and paste the text into the body of your e-mail. If you are using Microsoft WORD, you may send your resume as a WORD Document attachment.
3. Enter "Resume" as the subject line of the e-mail.
4. Any Supporting Documentation required as stated on page 3 of this Job Kit must be faxed to (360) 315-8030 or mailed or delivered to our office. Include a statement in your e-mail telling us which documents will follow, how they will be sent (via fax, mail, hand delivered) and when they will be submitted.
5. If you are using an on-line Resume Builder, you must include the announcement number(s) in your resume and you must mail or fax the Required Information Sheet and any required supporting documentation.
6. Please remember to include your name, SSN and announcement number(s) on any documents you submit (Resume, Required Information Sheet, and/or supporting documents).

HOW TO USE ONE RESUME FOR MULTIPLE VACANCIES

If you have already submitted a resume to us, and a vacancy is announced, you may be able to use your resume on file to apply for the new vacancy. Review the "What to Submit" or "How to Apply" portion of the announcement to see what type of application is required. If the application requires a resume, then you may use your resume on file. To do this, leave your name, phone number, position title and the announcement number for which you are applying on our answering machine at 1-888-763-8143, or drop us an e-mail at:

wantajob@nw.hroc.navy.mil

IMPORTANT: You are responsible for notifying us of your interest in a specific announcement.

JOB LOCATIONS AVAILABLE THROUGH HRSC-NW

Kitsap County, Washington (Includes: Naval Station Bremerton; Puget Sound Naval Shipyard; Naval Submarine Base Bangor and all tenant commands; Engineering Field Activity Northwest, Poulsbo; and Naval Undersea Weapons Center, Keyport)

Everett, Washington (Includes Naval Station, Everett, and Naval Radio Station, Jim Creek – Snohomish County, Washington)

Seattle, Washington

Whidbey Island, Washington (Includes Naval Air Station Whidbey Island, and activities located at Oak Harbor, Washington)

San Francisco, California (Includes ROICC San Francisco Bay, CSO Hunter's Point and Engineering Field Activity West, San Bruno)

Lemoore, California (Includes CSOs China Lake, Travis AFB, and Lemoore)

Monterey, California (Includes ROICCs Monterey, Pt. Hueneme and Pt. Mugu)

Alameda, California (Includes the East Bay area including CSOs Alameda, NAVHOSP Oakland, and Treasure Island)

Fallon, Nevada

(Indicate your locations of interest in question 11, Required Information Sheet - List "Everett", "Lemoore" etc. You may be considered for any position in the geographic area(s) you identify).

Mail resumes and supporting documentation INCLUDING REQUIRED INFORMATION SHEET to:

**HRSC-NW Code 53
3230 NW Randall Way
Silverdale WA 98383-7952**

The following information has been developed to help you determine the “Hiring Authorities” for which you qualify. You **MUST** qualify for a hiring authority to receive job consideration. Answer question “8” of the Required Information Sheet with the “hiring authorities” you want consideration for. **If you are claiming eligibility as a VETERAN, you must submit the “supporting documentation” listed. Please do not submit original documents. If e-mailing your resume, mail your supporting documentation to the appropriate HRSC electronically or by regular mail. Remember to include your name, social security number and announcement number(s), if any, on all documents you submit.**

IF...	THEN THE HIRING AUTHORITY IS...
You are a current PERMANENT career or career-conditional civilian employee of the Navy Supporting Documentation: A copy of your most recent SF-50	Current Navy Civilian
You are a current PERMANENT career or career-conditional civilian employee of a Federal agency other than the Navy Supporting Documentation: A copy of your most recent SF-50	Current Federal Civilian
You are a former Federal employee who attained career status, OR a former Federal employee with veterans preference who attained career-conditional status, OR a former Federal career-conditional employee (without veterans preference) who separated from government service within the preceding three-year period Supporting Documentation: A copy of your separation/resignation SF-50	Reinstatement
You worked as an appropriated fund Federal employee overseas while a family member of a civilian, non-appropriated fund or uniformed service member serving overseas, accumulated 52 weeks of creditable service, received a fully successful or better performance rating, and have returned to the United States from the overseas tour of duty within the last three years Supporting Documentation: Copies of SF-50s verifying completion of 52 weeks creditable overseas service, your most recent performance rating, and copies of the sponsor orders returning you to the U.S.	Executive Order 12721
You are currently serving on a non-appropriated fund position without time limitation and have served continuously for at least 1 year or have been involuntarily separated from such appointment without personal cause within the preceding year Supporting Documentation: Copy of NAF personnel actions verifying you have at least 1 year of continuous service.	Non-appropriated Fund (NAF) Conversion
You have a major physical or mental impairment that limits one or more life activities as certified by a State Vocational Rehabilitation Service or the Department of Veterans Administration (DVA) Supporting Documentation: A letter from the DVA or state Vocational Rehabilitation Service.	Persons with Disabilities Employment Program
You are a 30% Compensably Disabled Veteran, Veteran Readjustment Appointment (VRA) 30 % Compensably Disabled Veteran – Prior military receiving compensation for disability rating of 30% or more. Required supporting documentation: DD-214(s) showing type of discharge, an SF-15 and Supporting Documentation such as a letter from the DVA dated within the last 12 months. VRA – Served for a period of more than 180 days active duty, all or part of which occurred after August 4, 1964 and have other than a dishonorable discharge (Note: Reservists activated for duty during a period of war do not have to have served for 180 days). If you served on active duty between August 5, 1964 (February 28, 1961, for those who actually served in Vietnam) and May 7, 1975, your eligibility expires 10 years after date of last separation from active duty. If you first entered active duty after May 8, 1975, your eligibility expires 10 years after the date of your last separation or December 31, 1999, <i>whichever is later</i> . Required Documentation: DD-214(s) showing type of discharge. If requesting 10 Point Veterans Preference, DD-214's showing type of discharge, an SF-15 and Supporting Documentation, such as a letter from the DVA dated within the last 12 months.	Veterans
Veterans' Employment Opportunity Act (VEOA). Preference eligibles or veterans NOT eligible under the VRA or 30% compensable disabled preference (see above) who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service and who apply for vacancies that are open to applicants outside the Department of Defense. Required Documentation: DD-214(s) showing type of discharge/preference.	VEOA
You are a full or part-time student enrolled in high school, college, university, or vocational institution Supporting Documentation: School transcript	Student Employment Program
You are a college graduate with a grade point average of 3.45 or above on a 4.0 scale for all undergraduate courses or have graduated in the upper 10% in graduating class or major university subdivision for baccalaureate degree Supporting Documentation: School transcript	Outstanding Scholar Program

If you believe you have a Hiring Authority that is not identified above, please check "Other" on question 8 of the Required Information Sheet, and attach documentation supporting your claim to your resume.

SAMPLE RESUME

(Shown in recommended format)
(NOTE: LIMIT 3 TO 5 PAGES)

George Q. Public
SSN: 123-45-6789
1111 Job Street
Anywhere, NV 99999

Home Phone: (702) 123-4567
Work Phone: (702) 987-6543
DSN 222-6543

Start and End Dates (Month and Year)
Hours Worked Per Week
Position Title
Pay Plan, Series, Grade (Federal positions)
Salary
Employer's Names and Complete Address
Supervisor's Name and Phone Number
All Major Tasks
Any Systems Worked On
Any Software Programs Used
Any Regulations, Directives, Etc. Used
Any Special Tools and Equipment Used
Any Special Programs Managed
Spell out acronyms at least once

BMP82222

If applying to an announcement(s), indicate the number(s).

EXPERIENCE:

January 1990 to present; 40 hours per week; \$15.28 per hour; Electrician; A & E Electrical, 123 Shock Circle, Sparks, NV 12345; Mr. Fred Smith, (702) 222-3344, may contact. Performed various tasks necessary to fabricate, assemble, install, overhaul, test, troubleshoot, and complete final operational check-out of electrical motors and equipment, electrical harnesses, junction box assemblies, panel assemblies, relays, electrical systems. Responsible for performing continuity and power checks on electrical harnesses in conjunction with continuity checks; working to verbal or written specifications utilizing blueprints, wiring diagrams, and work sketches as assigned.

April 1985 to December 1989; 40 hours per week; \$14.92 per hour; Engine Mechanic, WG-2805-10; Naval Air Station, Fallon, NV 89406; Dudley Duright, DSN 999-9999, may contact. Performed trouble diagnosis and repair of engines. Work included engine assemblies and accessories. Was responsible for modifying and adjusting parts, components, and accessories. Troubleshoot malfunctioning engines. Disassembles aircraft engines, engine assemblies and accessories. Followed safety practices and procedures.

EDUCATION:

Sparks High School, 1981, Completed 12th Grade, H.S. Diploma

Associate's of Applied Science, 1983, Western Nevada Community College, Carson City, NV, Electrical, 98 quarter hours

Highest level of education and year; i.e. high school (highest grade completed) **and** if applicable, type of degree, college or university (include city and state), major field of study, hours completed.
NOTE: Only send copies of transcripts when applying for any acquisition position or if the vacancy announcement requests it.

TRAINING: Safety Training, 12/87; Basic Electronics, 11/85

LICENSES/CERTIFICATES: Nevada Electrical Journeyman Contractor #1234, expires 5/99

APPRAISALS & AWARDS: Outstanding 6/98, Outstanding 6/97, Special Act 11/96, Exceeds Fully Successful 6/96

OTHER INFORMATION: Speak, write, and read Spanish, fluently.

BE TRUTHFUL! FALSIFICATION OF YOUR RESUME COULD RESULT IN TERMINATION OF FEDERAL EMPLOYMENT, AND MAY BE PUNISHABLE BY FINE OR IMPRISONMENT. UPON SELECTION, YOU WILL BE REQUIRED TO SIGN A STATEMENT THAT ALL APPLICATION MATERIALS ARE TRUE, CORRECT, COMPLETE AND MADE IN GOOD FAITH.